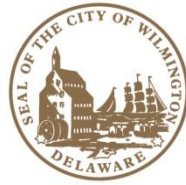


City of Wilmington



MICHAEL S. PURZYCKI
Mayor

ACCOUNTS AND PROGRAM SUPPORT COORDINATOR

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SALARY GRADE: "H " - \$34,684 per year to \$43,513 per year

MINIMUM QUALIFICATIONS: Graduation from high school or GED equivalency, with specialized course work in general office practices such as typing, accounting, data processing, file management and two years of increasingly responsible related experience (preferably two-year business school), and considerable training which provides the required knowledge, skills, and abilities, and/or any equivalent combination of education and experience.

REQUIREMENT(S): Must pass a criminal background investigation, pre-employment physical, and drug test.

NATURE OF WORK PERFORMED: This is bookkeeping work of considerable complexity in the maintenance of financial records. Although work usually follows established and standardized procedures, the employees must employ some judgment and knowledge of bookkeeping principles in interpreting procedures and in the performance of daily transactions. Employees work with considerable independence, making routine work decisions, but new or unusual departures from established procedures are usually referred to a supervisor for decision. Work is subject to periodic verification and to review for conformity with regulations and policies. Work may involve supervision of a group of clerical employees, assigning and checking their work, and advising on problems as they arise. General supervision is received from a supervisor, who reviews work upon request and by means of accounting controls.

EXAMPLES OF WORK PERFORMED (Illustrative Only): Maintains general and subsidiary ledgers and journals, posting charges and credits; checks on corrections of computations and deductions; verifies breakdowns and maintains control records. Maintains complex personnel and financial records; prepares general vouchers subject to approval; responsible for transfers and corrections; adjusts and balances accounts. Assists administrative staff in the preparation of budgets, operating costs and other financial statements and standardized reports. Classifies files and directs the filing of all materials in a large complex filing system. Develops office forms and procedures. Composes and types routine correspondence and performs a variety of clerical duties. Prepares purchase requests, requests for checks for services, and items purchased. Assists in the development of new or revised procedures in the interest of simplification of operation and improvement of departmental services. Assists in the Park Permit Process. Weekly payroll responsibilities. Performs all related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of related spreadsheet applications. Considerable knowledge of accounting principles and practices. Considerable knowledge of modern office practices and procedures and the operation of office machines and equipment. Proficient in MS Office Suite. Good knowledge of modern filing systems. Ability to maintain complex financial records, to assemble and organize data, and to prepare reports for such records. Ability to compose concise letters in response to inquiries about departmental policies and procedures. Ability establish and maintain effective working relationships with employees and the general public

OPEN COMPETITIVE

VACANCY: DEPARTMENT OF PARKS AND RECREATION

CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT

APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (4:30 P.M.): NOVEMBER 27, 2017

APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: 576-2460

www.WilmingtonDE.gov